

Helpful hints for filling out NOAA Grant application forms for Great Lakes Habitat Restoration Partnership Grants: FFO# NMFS-HCPO-2008-2000978

The information provided below is intended to supplement, not replace, the instructions provided in the federal grant application forms and the Federal Funding Opportunity. This information should decrease common errors and confusion when filling out federal grant applications for the NOAA Great Lakes Habitat Restoration Partnership Grant. Please call or email Jenni Wallace (Jenni.Wallace@noaa.gov, (301)713-0174 x191) if you have any questions.

Important Notice Regarding Proposal Submission:

Please register with Grants.gov as soon as possible. This is a one-time, multi-step process that may take several weeks. Instructions are available at www.grants.gov under “Get Started” and “Register to Submit Applications.” You need to download the free PureEdge Viewer program to access the application on Grants.gov; you can do this before the registration process is complete. If you are not able to submit through Grants.gov, please print your Grants.gov application and attachments, *sign the forms*, and submit them by the post-mark deadline. Do not wait until after your local post office or delivery service has closed to submit your proposal to Grants.gov as the deadline for submission cannot be extended and there is room for human or computer error during the Grants.gov submission process. Receipt of a reply message from Grants.gov verifying acceptance or rejection of your application can take up to 48 hours.

Applications submitted through the Grants.gov website should include only three files in addition to the Federal Application forms: 1) the project summary and narrative, 2) the budget justification, and 3) all other attachments combined, including resumes, restoration plans, maps, out-year budgets and support letters. PDF files are the preferred format. Information about converting documents to PDF files is available on the Grants.gov website under “Customer Support, Tips and Tools.”

Form 424:

Make sure this form reflects the full (up to 3 year) requested partnership period and the full dollar value requested and match proposed. Start dates are the first of the month, and end dates are the last day of the month. When asked for your project title, please choose a short, descriptive name including a location, if possible. *Do not* use a generic name such as “Community-based Restoration Partnership Project.” This form asks for two contacts within your organization. The “person to be contacted on matters involving this application” is a project manager or primary investigator. The document is signed and submitted by the Authorized Representative. This should be the person designated as Authorized Organization Representative in Grants.gov by your organizations’ E-business Point of Contact during the registration process. Only the Authorized Representative will receive official communications concerning your application.

Budget Form 424A:

A complete budget consists of the SF-424A and a budget narrative for each year of the partnership. The form SF-424A for the second and third year of the partnership will need to be included with Optional Documents/Attachments in your Grants.gov application. The NOAA Grants Management Division's website includes an Application Kit with the SF-424A and Budget Guidelines at: <http://www.ago.noaa.gov/grants/appkit.shtml>. Section B (Budget Categories) is portion of this form most helpful to proposal reviewers; Use column 1 for federal requests and column 2 for non-federal match. Please enter whole dollar amounts on this form.

Budget Narrative Guidelines:

All applications must have a detailed budget narrative explaining and justifying the federal and the non-federal expenditures by object class. The budget narrative must accurately describe the budget breakdown of Section B (Budget Category) of the SF-424A form. For clarification and simplicity, it is best to discuss each expense by object class in the order they appear on the SF424A. Indicate whether or not expenditures are federal or non-federal in nature. Include the dollar amounts in the discussion and how the dollar amounts were derived. A spreadsheet with federal and matching expenditures can also be included but is not required. Matching funds must be available and used during the stated project period and cannot be used to match other awards.

The following are highlights from the Budget Guidelines (see above) to help you formulate your budget narrative.

Object Class:

- a. Personnel: include salary, wage, and hours or % of time committed to project of each person by job title
- b. Fringe Benefits: should be identified for each individual. Must be described in detail if the rate is **greater than** 35 % of the associated salary.
- c. Travel: provide a breakdown of travel costs totaling **greater than** \$5,000 or 5 % of award. Include destination, duration, type of transportation, estimated cost, number of travelers, lodging, mileage rate and estimated number of miles, and per diem.
- d. Equipment: Equipment is any single piece of non-expendable, tangible personal property **greater than** \$5,000, that has a useful life of **greater than** one year (i.e. truck, copy machine).
- e. Supply: can be any supplies needed for the restoration or administration work. A detailed explanation is required for total supply costs over \$5,000 or 5% of the award. Purchases less than \$5,000 / item are considered by the federal government as a supply.
- f. Contractual: list each contract or subgrant as a separate item, give cost breakdown and describe products/services to be obtained by the contractor. Contingencies are not allowed.
- g. Construction: only charge construction costs for construction of buildings (i.e. green house, educational center). All other project related construction costs should be contractual labor.
- h. Other: list items, cost, and justification for each expense
- i. Total direct charges

- j. Indirect charges: To use line (j) to claim indirect charges an indirect cost agreement with the federal government must already be established. Applicants will be limited to the amount of indirect costs stated in the FFO, but amounts in excess can be used as match. A copy of the indirect cost agreement should accompany your application. If the applicant does not have a current negotiated rate and plans to seek reimbursement for indirect costs, documentation necessary to establish a rate must be submitted within 90 days of receiving an award. If no agreement has been arranged, indirect costs can be incorporated into other line items (i.e. fringe benefits, other) as long as they are justified in the budget narrative.
- k. Totals of direct and indirect charges

Example Budget Narrative:

Personnel (Federal Share), \$8,950

John Doe, partnership manager, will provide 208 hours of work (10% of his time) at \$25/hr to implement the Save the Marshes program through a project solicitation, collection of progress reports and permit documentation, and site visits. Total: \$5,200

Alice Doe, biologist, will provide 1.5 months at \$2,500/month of technical support, field work, and project coordination to the Save the Marshes program to evaluate project success. Total: \$3,750

Personnel (Non-federal Share), \$4,500

Administrative support that includes accounting, filing, and developing outreach materials will be the carried out by Mary Smith, Wetlands Unlimited's program assistant. Mary will dedicate 300 hours at \$15.00/hr to this effort. Total non-federal in-kind match: \$4,500

Fringe Benefits (Federal Share), \$1,343

Wetlands Unlimited's fringe benefit rate is 15% of salary. \$780 is for benefits for John Doe and \$563 for Alice Doe. Fringe benefits go toward FICA, medical and dental insurance, retirement and disability. Total: \$1,343

Fringe Benefits (Non-federal Share), \$675

Fringe benefits for Mary Smith are 15% to cover health insurance, FICA, retirement and disability. Total: \$675

Travel (Federal), \$2,030

Travel funding will be required for the project manager and biologist to travel to and from funded restoration projects. Mileage expense will be charged at \$0.40 /mile for an estimated 20 round trips of 100 miles/trip. Total: \$800

Alice Doe, biologist, will be presenting papers on the projects' progress, techniques and completion at a major fisheries restoration conference (to be determined). Estimated airfare (\$800), lodging (2 nights, \$100/night, total lodging \$200), food (\$40/day, total \$80), and car rental and gas (\$150). Total conference travel: \$1,230

Travel (Non- federal) - none

Equipment (Federal) - none

Equipment (Non-federal) – none

Supplies (Federal), \$1,500

A laptop computer will be purchased to record fisheries counts and vegetation survey data in the field prior to and after completion of approximately half the selected projects. Total: \$1,500

Supplies (Non-federal), \$4,000

Wetlands Unlimited will purchase \$2,000 in software for the lap-top computer to collect and analyze fisheries and wetland survey data. Total: \$2,000

Wetlands Unlimited will purchase office supplies necessary for implementing the partnership and publishing their newsletter, featuring Save the Marshes projects. Total: \$2,000

Contractual (Federal), \$200,000

Projects will be chosen competitively through the Save the Marshes program's annual solicitation for proposals. Approximately 10 projects will be chosen, in collaboration with NOAA, and individual budgets will be provided at that time. Total: \$200,000

Contractual (Non-federal), \$200,000

Projects chosen through the Save the Marshes solicitation are expected to provide 1:1 match. Total: \$200,000

Other (Federal) - none

Other (Non-federal), \$10,250

Wetlands Unlimited will cover the cost of cell phones, office phones, and local and long-distance charges for arranging and coordinating the Save the Marshes program. Total: \$250

Wetlands Unlimited will apply funds raised from private donors and non-federal grants to the Save the Marshes restoration grant program. Total: \$10,000

Indirect Charges (Federal), \$21,382

Wetlands Unlimited has an approved indirect cost rate of 20% of all direct charges. 10% of the federal direct charges are requested, and the remaining 10% will be applied as non-federal match. Total: \$21,382

Indirect Charges (Non-federal), \$65,267

Wetlands Unlimited is applying 10% of the federal direct charges as match (see above). Total: \$21382

Wetlands Unlimited has an approved indirect cost rate of 20% of all direct charges. 20% of the non-federal direct charges are requested. Total: \$43885

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| Total Direct Charges: | Federal: | \$213,823 |
| | Non-federal: | \$219,425 |

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| Total Indirect Charges: | Federal: | \$21,382 |
| | Non-federal: | \$65,267 |

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| Total Charges: | Federal: | \$235,205 |
| | Non-federal: | \$284,692 |